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1 4 JUN 1965

We are pleased to inform you that your appointment with this Agency has been approved at Grade GS-5, salary $4005.00 per annum.

Your permanent employment will depend upon the completion of the following processing at the time of entering on duty: taking the oath of office, signing a loyalty affidavit, participating in a polygraph interview and completing a medical examination which will include determination of physical health and emotional stability. Should anything of an unfavorable nature arise during this period, your employment will not result in a permanent appointment.

We hope you will be able to join us at an early date. Please dial [   ] and ask for [   ] on Tuesday through Friday in order to arrange an entrance-on-duty date. We would appreciate your selecting a Monday as an entrance-on-duty day.

If you have any problems [   ] will be glad to discuss them with you when you call.

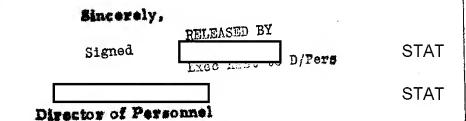Please report to the Receptionist at 1016 - 16th Street, N. W., Room 201 at 8:45 a.m. and ask for [   ] on the reporting for duty date that you establish with this office. This address is located on 16th Street between K and L Streets opposite Hotel Statler.

Your gross earnings will be subject to deductions for Federal income tax and $6\frac{1}{2}$ percent for the United States Civil Service Retirement Fund. In addition, the benefits of low-cost group life insurance,

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which will be discussed with you at the time of your entrance on duty, are available to Federal civilian employees. This insurance is not obligatory. However, if you do not wish coverage, which is automatic, you should sign a Waiver of Life Insurance Coverage form at the time you enter on duty.

You will not receive a pay check for approximately four weeks after your entrance on duty.

Sincerely,

Signed

RELEASED BY   STAT

Exec ____ __ D/Pers

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Director of Personnel

Referred by: Senator Jennings Randolph